

TOWN OF MARSHFIELD
Town Meeting Calendar and
Budget Schedule –FY2018 version #3

<u>Due</u>	<u>Date</u>	<u>Item</u>
<i>July 11, 2016</i>		<i>Board of Selectmen votes the dates to Open and Close the Special Town Meeting Warrant (sometime in early August).</i>
<i>August 1, 2016- August 11, 2016</i>		<i>The Special Town Meeting opens for 10 days in August.</i>
<i>September 26, 2016</i>		<i>Printed warrant available at Town Hall.</i>
<u>October 4, 2016</u>		Joint Hearing – Advisory Board/Board of Selectmen at Furnace Brook Middle School Auditorium at 7:00 p.m.
<u>October 14, 2016</u>		Distribution of Operational and Capital Budget forms and instructions to all Town Departments Review Preliminary 5 year Fiscal Forecast at Department Head Meeting. Preliminary review of FY2017 revenue estimates by Fiscal Team; Collector/Treasurer, Town Accountant, Chief Assessor, DPW Business Mgr, Town Administrator, School Superintendent and Business Manager.
<i>October 5, 2016 or 12, 2016</i>		<i>Printed warrant in the Mariner.</i>
<i>October 24, 2016</i>		<i>Special Town Meeting.</i>
<u>November 10, 2016</u>		Capital Budget submissions due to the Town Administrator's office. (1)
<u>November 17, 2016</u>		Capital Budget submissions due to Capital Budget Committee.(2)
<u>November 23, 2016</u>		Information about budget compilation will be provided by the Town Administrator. Operational Budget draft due to Collector Treasurer
<u>December 1 – 16, 2016</u>		Town Administrator, Town Accountant and Collector Treasurer will review budgets with department heads.
<u>December 19, 2016 - January 9, 2017</u>		The Board of Selectmen will meet with the Town Administrator and

Department Heads as needed to review FY2018 Operational and Capital Budget requests

December 7, 2016

Board of Selectmen announces the Opening and Closing of the Annual Town Meeting Warrant and publication in local newspaper.(3)

December 16, 2016

Draft Indirect Cost Submission for Enterprise Funds

Annual Town Meeting

WARRANT OPENS JANUARY 3, 2017
CLOSES JANUARY 23, 2017

1 Town Charter Article 5 Section 5-6
2 Town Charter Article 5 Section 5-6
3 Town Charter Article 2 Section 2-4 (b)

January 9, 2017

Town Administrator will discuss the FY2018 preliminary budget with the Board of Selectmen and will review the revenue forecasts.

January 3, 2017

Annual Town Meeting Warrant Opens (4)
*New Year's Day is Sunday – Monday is holiday.

January 3 or 9th 2017

Vote the dates that the Special Town Meeting Warrant opens in Order to get it published in the Mariner before January 23, 2017 which is 7 days before January 30th..

January 23, 2017

FY2018 Budget Presentation by the Town Administrator to Joint session of the Board of Selectmen and Advisory Board. (5)

The Board of Selectmen will submit their recommended budget to the Advisory Board and the recommended capital improvement plan to the Advisory Board and Capital Budget Committee.

January 23, 2017

Annual Town Meeting Warrant Closes (6)

JANUARY 30, 2017

Warrant Article Review with Town Counsel, Time TBD *

January 24, 2017 to
March 3, 2017

The Advisory Board conducts formal hearings to determine recommendations on the Town budgets and warrant articles for the Annual Town Meeting.

January 30, 2017

Special Town Meeting Warrant opens (7)

<u>February 9, 2017</u>	Special Town Meeting Warrant closes (8)
<u>FEBRUARY 13, 2017</u>	Warrant Article Review with Town Counsel, Time TBD **
<u>March 27, 2017</u>	Annual Town Meeting Warrant available for Public Distribution. (9) Posting Special and Annual Town Meeting Warrant (10)
March 28, 2017	Board of Selectmen / Advisory Board Joint Budget Hearing (11)
<u>April 5, 2017</u>	Town Meeting Warrant published in the Newspaper (12)
<u>April 24, 2017</u>	Annual Town Meeting (13) Special Town Meeting

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- 4 Town Charter Article 2 Section 2-4 (a)
 - 5 Town Charter Article 5 Section 5-2
 - 6 Town Charter Article 2 Section 2-4 (a)
 - 7 Town Charter Article 2 Section 2-4 (a)
 - 8 Town Charter Article 2 Section 2-4 (a)
 - 9 Town General Bylaws Article 1 Section 2
 - 10 Town Charter Article 2 Section 2-4 (b)
 - 11 Town Charter Article 5 Section 5-5 (a)
 - 12 Town Charter Article 2 Section 2-3
 - 13 Town Meeting – Article 70 April 24, 1978 Annual Town Meeting
 - 14 * NEW added to Calendar 11/13/13
 - 15 ** NEW added to Calendar 11/13/13

Dates are subject to change depending upon unforeseen circumstances and emergencies. Locations to be announced where applicable. Special Town Meeting only applicable if called by the Board of Selectmen or citizen's petition.